

ADMINISTRATION TEAM MINUTES

Date: June 11, 2004
Time: 9:00 am
Place: Tacoma AGC Building

<u>Attending</u>	Cathy Arnold	_____	Paul Gonseth	<u>✓</u>	Tina Nelson	_____
	Dave Banke	_____	Mike Hall	<u>✓</u>	Cathy Nicholas	<u>✓</u>
	Jerry Brais	_____	Ann Hegstrom	_____	Mark Rohde	_____
	Forrest Dill	<u>✓</u>	Ron Howard	<u>✓</u>	Mark Scoccolo	<u>✓</u>
	Doug Ficco	<u>✓</u>	Carl Jonasson	_____	Greg Waugh	<u>✓</u>
	Bob Glenn	_____	Dave Jones	<u>✓</u>	Tom Zamzow	<u>✓</u>

Opening The minutes of the May 14th meeting were approved.

Roundtable No Roundtable discussion today.

Old Business

Traffic Control

Ron reported that the new specs for Sections 1-10 and 9-35, together with a revision to 9-28 and the new traffic GSPS's are complete and have passed all WSDOT reviews. The final package will go to FHWA, where approval is expected and will be published August 1st to appear in all jobs advertised after that date. Simultaneously, all existing General Specials and Region Specials will disappear. The Construction Office is updating the Construction Manual to support the new specs and will conduct an indoctrination tour in August to acquaint Agency personnel with the new rules.

Old Business (cont)

Update on NCHRP 350 and Soft Signs

Ron advised that research has determined that few contractors are using soft signs on State jobs, that there is a strong aversion to the signs in the construction management area of the Department and that the new specs in August will outlaw the use of such signs. Ron also acknowledged that the present specifications do not prohibit these signs. Accordingly, the new spec will contain a "grandfather clause" that will allow their use through 2007. After that phase-out period, soft signs will not be used on WSDOT projects.

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Old Business (cont)

Progress Schedules

Continue Analysis of Section 1-08.3

The second paragraph was accepted as distributed earlier.

The third paragraph was accepted as distributed earlier.

The fourth paragraph was accepted except that the time for submittal of a replacement schedule was changed to fifteen calendar days with a possible extension of another fifteen.

The fifth paragraph was deleted with the entire idea of a supplemental schedule being moved to Section 1-08.8. The sixth paragraph was also deleted as redundant with the second.

The seventh paragraph, dealing with withholding funds, was revised to make the sanction a Type 2 suspension with working day charges continuing. The Engineer's approval was removed from the time period. In its place, language was added to impose a 15 calendar day limit on resubmittals of schedules returned for correction.

The last paragraph was returned to its original text with the idea of including an early completion schedule dropped from consideration.

Ron will clean up all the editing and circulate a final draft for September approval.

Assign responsibility for 1-08.4 thru 1-08.8

To continue progress on the schedule specs through the summer, the team agreed to split up the work by assigning sponsors to each remaining subject area. The job of a sponsor will be to study the subject area, learning the pros and cons of various aspects, lead the team in discussions of how the spec should appear in the new version, achieve consensus on content and actual language, and produce the final version. The following sponsors volunteered or were appointed:

Subject Area	Sponsor
Section 1-08.3	Ron Howard
1-08.3 alternate simple job	Paul Gonseth
1-08.3 alternate complex job	Forrest Dill

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Old Business (cont)

Progress Schedules

Assign responsibility for 1-08.4 thru 1-08.8

Section 1-08.4	Mike Hall
Section 1-08.5	Paul Gonseth/Greg Waugh
Section 1-08.6	Dave Jones
Section 1-08.7	Ann Hegstrom
Section 1-08.8	Mark Scoccolo
Review, Summarize Region Specials	Ron Howard

In addition, copies of all General Special Provisions related to Sections 1-08.3 thru 1-08.8 were distributed. A digital copy is attached to these minutes.

Responsibilities of all members this summer will be to communicate with the sponsors and provide comments and suggestions about their assigned subject areas.

Future Meetings

September 17th, 2004 @ Tacoma AGC (9:00 am)

October 15th, 2004 @ Tacoma AGC (9:00 am)

November 12th, 2004 @ Tacoma AGC (9:00 am)

January 14th, 2005 @ (To be determined) (9:00 am)

Assignment List

<u>Who</u>	<u>What</u>	<u>By When</u>
Sponsors	Prepare to Lead Team thru Subject Area	Sep 17 th
All members	Provide Input to Sponsors	ASAP
Ron	Implement Traffic Control Specs	Sep 17 th

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Team's "Round Tuit" List

1. Traffic Control Provisions
2. Progress Schedules
 - Short-term Scheduling
 - Section 1-08.8, p5.c—Extensions for Quantity Overruns?
3. Re-visit NCHRP 350 and Standard Specifications of Traffic Signs
4. Insurance Cost/ Reimbursement
5. Tort Claims Liability/Accident Reports
6. Bid Item for On-site Overhead
7. Disputes Review Boards
8. Joint Training—Documentation
9. Payroll, Wage Administration procedures
10. Materials on Hand provisions
11. Web-Based Construction Management

1-08.4 Prosecution of Work**(1/5/04) Variable Start Date**

At the discretion of the Region Administrator, use in short term projects when a delayed start is desirable to allow the Contractor some latitude in scheduling the work. Recommendation by the Region Construction Office is advised.
Must also use **08056.fr1**.
File: 08041.fr1

(January 5, 2004)**Prosecution Of Work**

The first sentence of Section 1-08.4 is revised to read:

The Contractor shall commence onsite work on or before *** \$\$1\$\$ *** and shall notify the Engineer in writing a minimum of 10 calendar days in advance of the date on which the Contractor intends to begin work.

The Contractor may begin the crushing of mineral aggregates anytime after the execution of the project.

1-08.5 Time for Completion**(3/13/95) Straight Working Days for Completion**

Use in all projects not utilizing one of the special-case "TIME FOR COMPLETION" GSP's.

Note: Those special GSP's would be 08052.fr1, 08053.fr1, 08055.fr1, 08056.fr1, or 08057.fr1

File: 08051.fr1

(March 13, 1995)

Section 1-08.5 is supplemented with the following:

This project shall be physically completed within *** \$\$1\$\$ *** working days.

(8/4/03) Working Days—Critical Items Suspension

Use in projects involving illumination or signal work where procurement of materials is the controlling factor in the time for completion.
File: 08052.fr1

Fill-in #1 sets the time for completion for the work on the site.
Fill-in #2 limits the duration of the suspension for acquisition of critical materials. Use 90-120 calendar days for a “normal” project. Use 180 days for a non-critical project to get the best bid price. Use a shorter duration, as low as 30 days, to force a fast performance on material acquisition. The use of a shorter duration will raise the cost of the project. For help in determining the amount of calendar days needed, the designer is advised to contact the Regional Traffic Office.

(August 4, 2003)

Section 1-08.5 is supplemented with the following:

This project shall be physically completed within *** \$\$1\$\$ *** working days. Within 20 calendar days after execution by the Contracting Agency, the Contractor shall place purchase orders for all equipment items deemed critical by the Contracting Agency including but not limited to signal controller materials, lighting standards, and signal standards required for the physical completion of the contract. The Contractor shall provide the Contracting Agency with copies of the purchase orders for the critical materials. Such purchase orders shall disclose the estimated delivery dates for the equipment. The contract time will start on the day that the critical items are delivered to the Contractor or are ready for delivery to the Contractor from the Contracting Agency's Materials Laboratory, or *** \$\$2\$\$ *** calendar days after execution by the Contracting Agency, whichever occurs first. If the Contractor does not place purchase orders within 20 calendar days after execution by the Contracting Agency, the contract time will start with the first working day following the 20th calendar day after execution of the contract.

If the contract involves items of work which can be performed without adversely affecting traffic through the project and which may be started prior to delivery of the critical items, the Contractor may start and physically complete that portion of the work authorized by the Engineer. The contract time will start on the day that the start of work is authorized by the Engineer. The Engineer may suspend the work upon request of the Contractor until the critical items are delivered to the Contractor. The Contractor will be entitled to only one such suspension of time during the performance of the work and during such suspension shall not perform any additional work on the project. Upon delivery of the critical items, contract time will resume and continue to be charged.

(3/13/95) Working Days—Temporary Signal

Use in projects requiring an interim or temporary controller for early use of a signal system and where an intermediate physical completion time is required.

Must also use **08091.fr1**.

Note: The actual instructions mention 3 fill-ins??

File: 08053.fr1

(March 13, 1995)

Section 1-08.5 is supplemented with the following:

This project shall be physically completed in its entirety within *** \$\$1\$\$ *** working days and the temporary traffic signal portion of the project shall be physically completed within the first *** \$\$2\$\$ *** working days.

(8/4/03) Working Days—Suspend for Specified Critical Items (other work complete)

At the discretion of the Region Administrator, use in projects involving illumination or signal work when a portion of the project can be constructed without serious impact to traffic prior to delivery of the specified critical materials to the job site.

File: 08055.fr1

Fill-in #1 sets the time for completion for all work on the site.

Fill-in #2 identifies the critical items.

Fill-in #3 limits the duration of the suspension for acquisition of critical materials. Use 90-120 calendar days for a “normal” project. Use 180 days for a non-critical project to get the best bid price. Use a shorter duration, as low as 30 days, to force a fast performance on material acquisition. The use of a shorter duration will raise the cost of the project.

(August 4, 2003)

Section 1-08.5 is supplemented with the following:

This project shall be physically completed in its entirety within *** \$\$1\$\$ *** working days.

In order to receive a suspension of the contract time during procurement of critical materials, the Contractor shall, within 20 calendar days after execution by the Contracting Agency, place purchase orders for all electrical equipment items deemed critical by the Contracting Agency, including but not limited to, signal controller materials, illumination standards and traffic signal standards required for physical completion of the contract. Upon request of the Contracting Agency the Contractor shall provide copies of purchase orders for the critical materials. Such purchase orders shall disclose the purchase order date and estimated delivery dates for such critical equipment. If the Contractor has ordered, as verified by the purchase orders, the critical materials within the prescribed 20 calendar days, the contract time shall be suspended upon physical completion of all work except that work dependent upon the below listed critical items:

\$\$\$

The contract time will be resumed upon delivery of the critical items to the Contractor, when the critical items are ready for delivery to the Contractor from the Contracting Agency's Materials Laboratory, or *** \$\$\$ *** calendar days after execution by the Contracting Agency, whichever occurs first.

To qualify for this suspension for procurement of critical items, the Contractor must place an order within the prescribed 20 calendar days and demonstrate that action with a copy of the purchase order. If the order has not been placed, or if no purchase order is presented, the contract time for the entire project will continue without a procurement suspension.

(2/5/01) Working Days—Associated with Variable Start Date

Must also use **08041.FR1**.
 Fill-in #2 is the same as fill-in #1 for 08041.FR1.
 File: 08056.fr1

(February 5, 2001)

Section 1-08.5 is supplemented with the following:

This project shall be physically completed within *** \$\$\$ *** working days.

Contract time shall begin on the latter of: the first working day following the 10th calendar day after the date the Contracting Agency executes the contract or the first day the Contractor starts onsite work. In no case shall the beginning of contract time be later than *** \$\$\$ ***.

(3/13/95) Working Days—Agency-furnished Signal Equipment

Use in projects with signal work and the Contracting Agency furnishes the signal control equipment.
File: 08057.fr1

(March 13, 1995)

Section 1-08.5 is supplemented with the following:

This project shall be physically completed within *** \$\$1\$\$ working days. Contract time shall commence on the first working day:

1. Following 60 calendar days after contract execution; or,
2. That the Engineer and the Contractor agree to start work after approval of construction materials is obtained, whichever occurs first.

The Contractor is allowed a maximum of 60 calendar days after execution of the contract to obtain approvals for construction materials

(8/4/03) Incentive/Disincentive for Project Completion

Use in projects requiring an incentive for early completion. Prior approval from the State Construction office is required for the use of this GSP.
Use either substantial or physical in \$\$2\$\$ and \$\$3\$\$
File: 08059.fr1

(August 4, 2003)***Incentive For Early Completion***

Section 1-08.5 is supplemented with the following:

It is essential that the Contracting Agency has full and unrestricted use of the facilities at the earliest possible time. As an incentive to the Contractor, the Contracting Agency will pay the Contractor *** \$\$1\$\$ *** for each working day remaining in the contract prior to the established *** \$\$2\$\$ *** completion date, but not to exceed an amount equal to *** \$\$3\$\$ ***.

The days eligible for the incentive will be calculated by subtracting the working days elapsed through the date of *** \$\$4\$\$ *** completion from the total working days established in the Special Provision **TIME FOR COMPLETION**.